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ER-2-4401

27 December 1951

MEMORANDUM FOR: Each Assistant Director

FROM : Director of Training

SUBJECT : Programs for Presentations by the Assistant Directors  
of CIA

1. As a result of informal discussion with the Deputy Director of Central Intelligence and many Assistant Directors, it is now agreed generally that the "need-to-know" principle justifies a series of office presentations to Agency-wide personnel of the staff and division chief levels. Two major benefits are anticipated:

A. Mutual benefit through discussion-presentation, to high level employees of other offices, of the current problems and long range plans of your Office. These presentations many of you have already said you wish to make.

B. Agency-wide improvement of internal public relations and team effort.

It is emphasized that these presentations are entirely independent of the periodic CIA Orientations, which are general in content and given to all new employees above GS-4.

2. It has been suggested that the initial presentation be given by Mr. Dulles or Mr. Jackson on the subject of The 1951 Reorganization of CIA. How many of your Division or Staff Chiefs have read the Dulles Report? How many of them realize that the reorganization of the past 15 months which has directly or indirectly affected them all is the result of an authoritative and validated orderly plan of procedure? At least we should give Mr. Jackson the opportunity to explain CIA reorganization before he gets too far away from Washington!

3. Subsequent presentations will be tailored to your requirements, both as a content and audience. It is realized that no two offices will have identical requirements. For example, some may not wish to make presentations, but may want their Staff and Division Chiefs to attend specific presentations of other offices. In this connection, it is planned that attendance at all presentations will be by individual invitation only.

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I offer as a guide only, to help you in planning your presentation, the tentative plan of one office which proposes to give four separate presentations to three audience groups:

- A. Subject: Unique Current Problems of O/- Requiring the Cooperation of other CIA Offices.  
  
Audience: Executive Staffs of DCI, DDCI, DDP, and DDA; Staff and Division Chiefs of Operating Offices.
- B. Subject: Long range Plans of O/- Requiring the Cooperation of other CIA Offices.  
  
Audience: Executive Staffs of DCI, DDCI, DDP, and DDA; Staff and Division Chiefs of Operating Offices.
- C. Subject: Problems of O/- Requiring the Understanding and Support of the Covert Offices.  
  
Audience: DDP Staff; Staff and Division Chiefs and Selected Branch Chiefs of the Covert Offices.
- D. Subject: The Mission of O/- as it affects Certain Member Agencies of the IAC.  
  
Audience: Selected individuals from the IAC and other Governmental Agencies.

4. It is proposed to begin the series of presentations sometime in February and to schedule one presentation a week in the CIA Orientation Room, 118 Central Building from 1600 to 1700 with time for a question period as desired.

5. In order that the Office of Training may coordinate the requirements of the various Offices, may I ask you to fill out the attached questionnaire and return to my office by 10 January 1952. I shall be happy to discuss this matter with you further at your convenience.

MATTHEW BAIRD

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MEMORANDUM FOR: The Director of Training

FROM :

SUBJECT : Program For Presentations by the Assistant Directors  
of CIA

1. My Office will (will not) participate in the proposed course by offering one or more presentations.
2. I should (should not) like my available Staff and Division Chiefs to attend the presentations from other Offices when invited to attend.
3. The tentative subjects I should like to present and the audience I should like to have attend those presentations are as follows:

A. Subject:

Audience:

B. Subject:

Audience:

C. Subject:

Audience:

D. Subject:

Audience:

4. Please contact \_\_\_\_\_, Extension \_\_\_\_\_, who will represent my office in making arrangements for our participation in the course of presentations.

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